

<b>Document Title</b>	Academic Appeals
<b>Policy Area</b>	Area 7: Supports for Learners
<b>Document Code (version #)</b>	QAP7-6 (V3.0)
<b>Applies to</b>	<input type="checkbox"/> All <input checked="" type="checkbox"/> Specific
	<input type="checkbox"/> Staff only <input checked="" type="checkbox"/> Students only <input type="checkbox"/> Staff and students

<b>Document Owner</b>	Director of Quality and Academic Affairs
<b>Approved by</b>	Academic Council

<b>Approval date</b>	15 <sup>th</sup> November 2024
<b>Effective date</b>	18 <sup>th</sup> November 2024

<b>Related legislation, policies, procedures, guidelines and local protocols</b>	<p>This policy has been designed with due regard to the following:</p> <ul style="list-style-type: none"> <li>- Core Statutory Quality Assurance Guidelines (2016), QQI</li> <li>- Sector Specific Independent/Private Statutory Quality Assurance Guidelines (2016), QQI</li> <li>- Qualifications and Quality Assurance (Education and Training) Act 2012</li> <li>- Assessment and Standards (2013 - Revised), QQI</li> <li>- Quality Assuring Assessment Guidelines for Providers (2013), QQI</li> </ul>
--	--

## Table of Contents

1. Purpose .....	3
2. Defintion .....	3
3. Scope/Application .....	3
4. Responsibility .....	3
5. Procedure for Processing Learner Appeals .....	4
6. Policy Monitoring .....	6
7. Document Control.....	6

## 1. PURPOSE

The Academic Appeal procedure establishes the process for Academic Appeals lodged by learners concerning decisions relating to academic matters.

## 2. DEFINITION

**Appeal** is a formal request that another body (the Appeals Board) re-examines the procedure or decision of a decision-making committee. Disagreement with the decision in itself does not constitute grounds for appeal.

## 3. SCOPE/APPLICATION

Learners can appeal the following:

- Decisions on summative assessment outcomes ratified by a Board of Examiners or Results Approval Panel.
- Decision of a Disciplinary Committee.
- Decision regarding entry to a programme.
- Decision regarding personal mitigating circumstances.

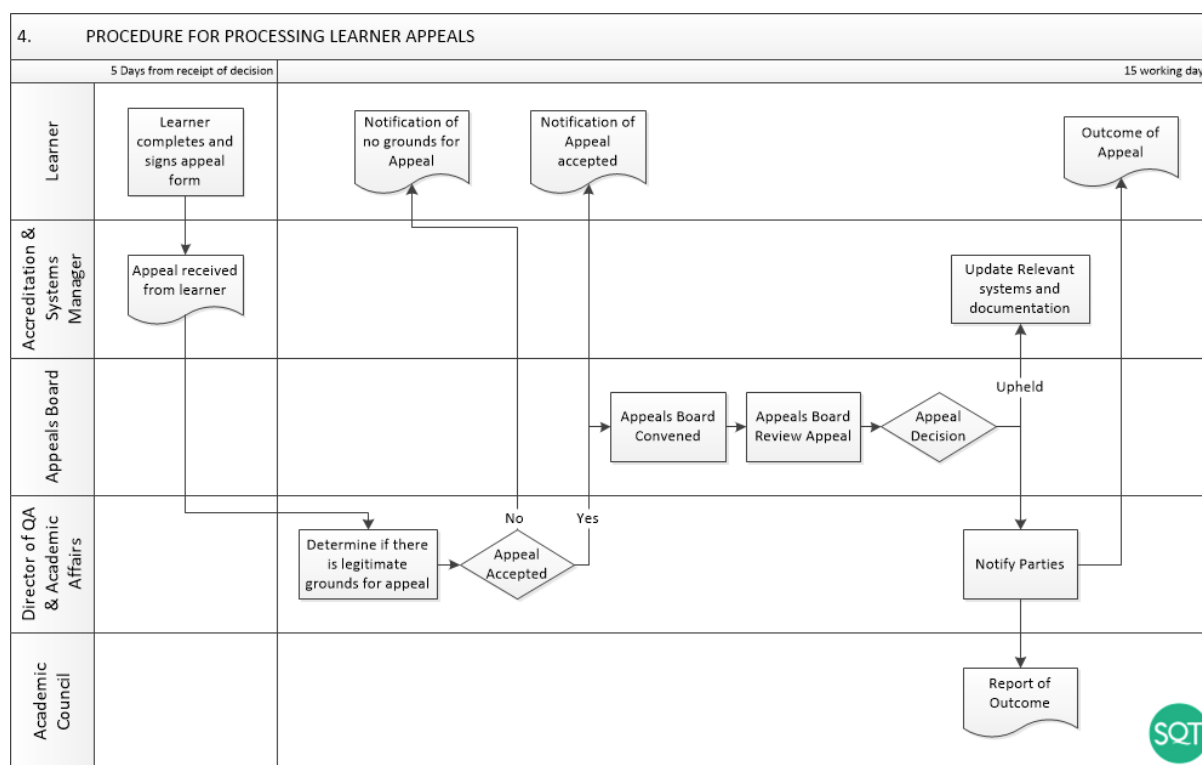
Valid grounds for an appeal are:

- Evidence that SQT did not follow an established procedure in the making of a decision.
- Circumstances or information of which the original decision-making body was not aware when its decision was taken, and there is a valid, substantiated reason why that information was not made available by the learner.
- Evidence of substantive bias by one or more of the decision-makers in arriving at a decision.

## 4. RESPONSIBILITY

- The Director of Quality and Academic Affairs has overall responsibility for this policy.
- The Appeals Board meets to agree the findings and to determine a fair resolution. It considers the case based on the grounds for appeal as set out by the learner in their application for an appeal and no other criteria. The Board, at its sole discretion, may invite any person who may have evidence or information to support it in reaching a decision to attend. Ideally, the decision of the Appeals Board should be unanimous but, at a minimum, it should be a majority of one.

## 5. PROCEDURE FOR PROCESSING LEARNER APPEALS



1. A request for an Appeal must be received by the Accreditation Manager within 5 working days of the decision being communicated to the learner (i.e. Learner results, outcome of disciplinary process etc – refer to scope above). SQT is not obliged to process an appeal for any application received outside of this timeframe. Where an Appeal request has been accepted, SQT will endeavour to process the appeal and communicate the outcome to the learner within 15 working days.
2. Requests for appeals must be made on the appropriate Form:
  - Assessment Review / Recheck / Appeals Form (F25) or
  - Non-Assessment Appeal Form (F49) which must be signed by the learner.

An appeal fee of €75 should be received when the request is lodged to SQT. In the event of a successful appeal, the fee will be refunded.

3. The Director of Quality and Academic Affairs informs the learner in writing if the grounds for Appeal are valid or not. If the Appeal is valid, attendance at the Appeals Board meeting by the learner is at the discretion of the Director of Quality and Academic Affairs and may not be deemed necessary. Membership and Function of the Appeals Board is set out in [QAP1-2: SQT Governance](#).
4. The Director of Quality and Academic Affairs notifies the learner in writing of the Appeals Board decision and the rationale for the decision made.
5. A formal record of the decision, the rationale for the decision, and evidence used to support the decision is maintained. In the case of appeals to assessment results, the minutes of the Appeal Board will be appended to the relevant Examination Board minutes.

6. In the case of assessment appeals, where an Appeal results in a change of mark (upgraded or a downgraded), the Accreditation Manager is responsible for updating the relevant systems and documentation and issuing a revised statement of results to the learner.
7. There is no further appeals process available. The process concludes at this point.
8. The outcome of the appeal is reported to the Academic Council.

## 6. POLICY MONITORING

Responsibility	Frequency	Methods
Director of Quality and Academic Affairs – Document Update	Per QA audit schedule	- Review of documentation as set out in QAP2-1: Ongoing Review and Update of QA Documents.
Director of Quality and Academic Affairs	Annual	- Minutes of Appeal Board Meetings
Quality Committee & Academic Council	Each meeting	- Summary of Academic Appeals

## 7. DOCUMENT CONTROL

Version No	Approval Date	Description of Revision	Originator	Approved By
2.0	1/3/19	Complete revision and new document format.	Director of Quality and Academic Affairs	Academic Council
3.0	15/11/24	Minor text updates	Director of Quality and Academic Affairs	Academic Council